

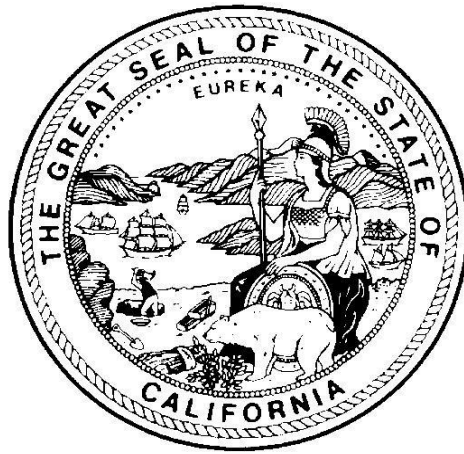
**CALIFORNIA DEPARTMENT OF REHABILITATION  
FOUNDATION FOR CALIFORNIA COMMUNITY COLLEGES  
*SUMMER TRAINING & EMPLOYMENT PROGRAM FOR STUDENTS (STEPS) 2021***

**NOTICE OF AVAILABILITY OF FUNDS**

by the Department of Rehabilitation in coordination with the  
Foundation for California Community Colleges and the Employment  
Training Panel

***Summer Training and Employment Program for Students (STEPS)***

**SOLICITATION FOR PROPOSALS (SFP)**



June 2021

*The DOR is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Requests for services, aids, and/or alternate formats need to be made by calling 916-654-7799 (voice). TTY users, please call through the California Relay Service at 711.*

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## Proposal Package Instructions and Forms

The following contains the Summer Training & Education Program for Students (STEPS) Solicitation for Proposals (SFP) required forms. Respondents should carefully read the SFP for the required elements and follow the proposal instructions (included on the Project Proposal Narrative) in order to meet proposal application requirements.

### **Required Proposal Documents:**

- Signature Page
- Project Proposal Narrative and Budget Worksheet

### **Additional Forms for use during contract period, provided here for reference:**

- DR203 DOR Student Services Request (required)
- DR260 Consent to Release and Obtain Information (required)
- DR205 Student Services Plan (optional)
- Participating Partner Form
- Final Grant Evaluation Form
- Local DOR District Administrator List
- Sample Foundation contract
- Monthly Invoice and Reporting Templates (to be provided to awarded grantees)

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## **Section 1 – Overview**

### **A. Purpose**

The California Department of Rehabilitation (DOR), in coordination with the Foundation for California Community Colleges (FOUNDATION) announces the availability of up to \$575,000 in federal *Workforce Innovation and Opportunity Act* (WIOA) Title IV Vocational Rehabilitation funds, with a possibility to increase funding in the future if there are sufficient qualified respondents, to design, develop, and implement projects that provide work experience and job preparation training for students with disabilities (SWD).

The Workforce Opportunity and Innovation Act (WIOA), signed into law on July 22, 2014, supersedes the Workforce Investment Act of 1998 and retains and amends the Adult Education and Family Literacy Act, the Wagner-Peyser Act, and the Rehabilitation Act of 1973.

The WIOA established a broad vision of workforce programs. This vision:

- reaffirms the ongoing role of American Job Centers;
- requires coordination and alignment of key employment, education, and training programs;
- promotes program alignment at the Federal, State, local, and regional levels;
- builds on proven practices such as sector strategies, career pathways, regional economic approaches, work-based training, and;
- for Title IV, the vocational rehabilitation program, it establishes clear priorities in serving individuals with disabilities toward obtaining competitive integrated employment, reaffirms that business is a customer of the VR system, and;
- establishes that a priority of the VR system is serving youth with disabilities, particularly students.

In order to align with the vision of the WIOA and provide meaningful support to students with disabilities (SWD) in California, the California Department of Rehabilitation (DOR) and the Foundation for California Community Colleges (FOUNDATION) are committed to working collaboratively to support local and regional initiatives that support the transition to employment of secondary school students with disabilities.

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The FOUNDATION has a long-standing effective working relationship with local and state workforce partners, including local boards and the State Workforce Investment Board, and its Labor Agency partners, including the Employment Development Department. The DOR, as a mandatory partner in the Workforce Development System, provides services and supports to eligible individuals with disabilities and businesses requesting services at or referred from the America's Job Centers of California. As the Title IV representative, the DOR provides vocational rehabilitation services and knowledge and expertise on the employment and accommodation of job seekers and employees with disabilities. The DOR proposes to fund services to students with disabilities through the America's Job Centers of California (AJCC) system for prevocational skills training and paid work experience through a partnership with the FOUNDATION.

The funds will be available for Local Workforce Development Boards and America's Job Centers of California seeking to increase services provided to students with disabilities. Individuals are not eligible to apply.

The STEPS project will provide job preparation training, including job exploration, workplace readiness skills training, and work-based learning experiences, as well as summer work experience (and, if funds allow, part-time work experience during the school year), to students with disabilities.

**Successful applicants will be awarded a one (1) year contract with the option to renew for one (1) year extensions under the same terms and conditions based on funding availability.**

The FOUNDATION will oversee the contracting process for the SFP by managing and distributing contract funds, and will serve as the official employer of record for all paid work experience through Career Catalyst, a service established in 1998.

Awardees will have access to all Career Catalyst **service offerings** which include:

- All-in-one web-based Enterprise Resource Planning platform: Workday
  - Paperless employee acquisition
  - Online timekeeping
  - Payroll processing
  - Employee access to paystubs and W-2's
- U.S. Bank Pay cards for participants
- Year-end tax reporting
- Leave management
- Unemployment claims management
- Workers' compensation management
- Ongoing operational support and customer service

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**B. Eligibility**

**Respondents:**

Proposals will be accepted from Local Workforce Boards and from individual America's Job Centers of California. Individuals are not eligible to apply.

**Participants:**

Must be a student with a disability, defined as an individual with a disability in a secondary, postsecondary, or other recognized education program who:

- a. Is not younger than 16;
- b. Is not older than 21 years;
- c. Is eligible for, and receiving, special education or related services under Part B of the Individuals with Disabilities Education Act (20 U.S.C. 1411 et seq); or
- d. Is an individual with a disability, for purposes of section 504\*.

**Student with a disability (SWD) must be a potentially eligible or eligible consumer with the Department of Rehabilitation before enrolling into the STEPS program.**

\*The Federal Ed Section 504 regulation defines a person with a disability as "any person who (i) has a physical or mental impairment which substantially limits one or more major life activities, (ii) has a record of such an impairment, or (iii) is regarded as having such an impairment.

**Applicant Requirements:**

Only one proposal will be accepted from each Local Workforce Board or AJCC.

Strong business partnerships are an essential element of the STEPS' goal to expand employment training and work experience for students with disabilities.

Each respondent must identify businesses that are committed to engaging with students with disabilities and provide a clear strategy to partner with these employers to provide work experience for students with disabilities.

Respondents must also demonstrate that a workplace readiness training program is ready to be implemented at their location. Workplace readiness training may include the following:

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- Job Exploration
  - Understanding the local labor market
  - work-site tours to learn about necessary job skills,
  - job shadowing
  - informational interviews to research employers
- Workplace Readiness Skills Training
  - understanding employer expectations;
  - learn how to search and apply for jobs;
  - learning about ways to get to work
  - training on “soft” skills necessary for employment
- Work-Based Learning Experience
  - Paid work experience
  - On-the-job work trials/work simulations

Respondents must also indicate the number of SWDs that they expect to serve under this SFP. Each student will receive direct services, which must include a combination of:

- a. Paid work experience; and
  - i. The Local Workforce Board and AJCC will ensure compliance with all labor laws, including ensuring at least minimum wages (must follow state, county, and city minimum wage requirements, based on each students’ worksite placement) are paid to the student, and that the conditions of employment are appropriate and that any required consent forms are signed and work permits, if required, are obtained and on file. Effective January 1, 2021, the minimum wage increased to \$14 per hour for employers with 26 or more employees.
- b. Up to 40 hours of job exploration and/or workplace readiness skills training.
  - i. If the student has received work readiness training from another resource within the last year, they may forgo work readiness in the STEPS program.

in the county or city where the participating student is logging paid work experience hours, then the work experience total hours can be adjusted accordingly. Participating students are permitted to work at either a full time (30 hrs. or more) or part time (less than 30 hrs.) capacity as necessary or appropriate.

Respondents are encouraged to address in the Local or Regional Plan ways to engage and work with partners to align with the State’s Competitive Integrated Employment (CIE) strategy, also called, “the Blueprint.” Partnering with the Regional Centers could assist with this requirement but also support increased participation by students with Intellectual/Developmental Disabilities. Additional funds for the wages might also be available thru the California Department of

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Developmental Services' Paid Internship Program as administered through the Regional Center system in each area.

For more information on the paid internship program, you can go to: <https://www.dds.ca.gov/WorkServices/index.cfm> and review the "Guidelines for Implementation of Competitive Integrated Employment Incentive Payments" document available on that page. Funding for students ages 18-22 of up to \$10,400 may be available for those eligible for Regional Center Services.

Local Workforce Boards/AJCC operators will provide the following information at the time of a student's enrollment and prior to the provision of any STEPS services to either the local DOR district contract administrator or to the FOUNDATION:

- a. Student's name
- b. Birthdate
- c. School and dates of attendance (i.e. graduation dates and post-secondary ed dates)
- d. Type of, and proof of disability (could be by signature from school official)
- e. Start date of service(s) provided under the agreement
- f. End date of service (if applicable)
- g. Name and address of employer/ work experience placement
- h. Social Security Number
- i. Home and mailing address as appropriate
- j. Contact number and email if available
- k. Services provided
- l. Cost of services provided
- m. Outcome/results

Local Workforce Boards/AJCCC operators will provide the following information for all enrolled students participating in STEPS monthly and upon conclusion of the STEPS to the local DOR contract administrator or the FOUNDATION:

- a. Student's name
- b. Services provided
- c. Cost of Services provided (STEPS)
- d. Type and cost of other services provided (e.g., Title I funds)
- e. Outcome/results of services
  - a. Student returned to school
  - b. Student enrolled in post-secondary education/training
  - c. Student obtained employment as a result of service (e.g., with STEPS work experience employer)
  - d. Student obtained employment separate from STEPS
  - e. Other (provide explanation)



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**C. Funding Availability**

Through this SFP, \$575,000 with sufficient qualified respondents, is available from the federal WIOA Title IV Vocational Rehabilitation funds, with the potential for an increase in funds available in the future, depending on fund availability. The contracts may be extended a one (1) year period under the same terms and conditions if funding becomes available.

In general, award amounts for each SFP will be either \$100,000, \$200,000, \$375,000, or \$575,000. Amounts will be determined by taking the factor of the number of students anticipated to participate and the average cost of \$5,000 per student. Thus, a \$575,000 award will serve 115 students.

The FOUNDATION will manage funds for all paid work experience. The additional awarded amount will be distributed to awardees as the funds become necessary to complete the remainder of the contract activities. Awardees will need to provide monthly reports on the progress of their identified grant activities.

***Please note:*** *If, for any reason, the funds either do not become available or are reduced due to budgeting/fiscal/administrative reasons, the State shall have no liability to pay any funds or to furnish any other considerations under this SFP, and no awardee will be obligated to perform any provisions of this SFP.*

**D. Allowable Uses of Funds**

All funds shall be expended to provide direct services to students. Direct services include staff time spent working directly with students or businesses for purposes of developing work experience sites for students being served by the entity awarded funds under this agreement. Unallowable supportive services may include, but are not limited to the following items: bus passes, equipment, and clothing.

Should a SWD require supportive services to access the paid work experience, please refer the SWD to their DOR Vocational Rehabilitation Counselor. Subcontractors may be used to support direct services only. Workplace Readiness Training stipends may be issued to SWDs by awardees (wages, stipends, gift cards for these activities will not be issued by the Foundation).

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**E. Length of Project**

The performance period for projects awarded under this SFP may be up to 24 months. No obligation or commitment of funds will be allowed prior to or beyond the contract period of performance. Any contract funds not expended during the contract period shall be returned to the state.

It is expected that the first two months of the project will be used for STEPS organization and start-up including identifying additional businesses and SWD to participate in the project.

Workplace readiness training may begin as soon as SWD participants are identified and enrolled in the project. In most cases, work experience will begin July 1, 2021 and will end by June 30, 2022.

**Section 2 – Significant Dates**

<b>Event</b>	<b>Date *</b>
SFP release	June 7, 2021
Last date to email questions	June 15, 2021
Last date to respond to questions	June 17, 2021
<b>Proposals due</b>	June 30, 2021 <b>by 5:00 p.m. PT</b>
Proposal review and evaluation	July 1-7 2021
Award announcements	July 9, 2021
Mandatory Virtual Grant Kick Off (For Grant/Program Managers and Work Experience Lead Coordinator)	July 15, 2021 <b>(tentative)</b>

**\*Note** – All dates after the final proposal submission deadline are approximate and may be adjusted as conditions dictate, without addendum to this SFP.

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## Section 3 – Questions and Answers

Any questions regarding completion of this SFP should be directed via email to Leti Shafer at [lshafer@foundationccc.org](mailto:lshafer@foundationccc.org) . Questions must be received by 5:00 pm June 15, 2021. Email responses will be sent by 5:00 pm June 17, 2021.

## Section 4 – Proposal Submission Instructions

### Proposal Deadline:

The deadline for the receipt of proposals is June 30, 2021 by 5:00 p.m. PT – late proposals will not be accepted. Exceptions will not be allowed and there is no appeal for not meeting the proposal deadline.

Documents required in the proposal submission are listed in Section 5.B., Format and Document Order.

### Proposal Delivery Method and Addresses:

Proposals must be submitted by email to Leti Shafer at [lshafer@foundationccc.org](mailto:lshafer@foundationccc.org) , with a copy to JD Burchfield at [jburchfield@foundationccc.org](mailto:jburchfield@foundationccc.org). Please include “STEPS 2021 Proposal” in the Subject Line of your email submission.

## Section 5 – Required Proposal Content

All proposals must adhere to the required format in order to be competitive and must include all the requested information, completed forms and attachments. The proposal must meet the minimum requirements listed below. **Proposals that do not adhere to the minimum requirements will not be scored or considered for funding.** Respondents must follow the specific instructions and complete all requested forms included with this SFP.

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**A. Minimum Requirements**

1. Respondents must demonstrate their knowledge, experience and capacity or provide a detailed approach regarding the development and implementation of strategies for serving SWD. Respondents must complete the accompanying **Project Proposal Narrative (SFP Form PN)**. Respondents must also complete the **Signature Page (SFP Form SIG)**.
  2. Respondents must submit, along with the **Signature Page** and **Project Proposal Narrative**, a **Letter of Support** from their local DOR District Administrator. A full list of statewide DOR District Administrators is included with this SFP. **Proposals that do not attach *the Letter of Support* from the local DOR District Administrator will be deemed non-responsive and not considered for funding.** Additionally, if the respondent is an AJCC, they must also submit a **Letter of Support** from their local Workforce Board.
  3. Awardees will **be required to contract with the FOUNDATION to utilize Career Catalyst as the employer of record service** for all paid work experience placements. There is an associated flat fee of \$600 per every \$5,000 awarded.  
Awardee must commit to the responsibilities in coordination with Career Catalyst, including:
    - Identifying Program Manager and Timekeeping Supervisor(s) that will oversee paid work experience placements and be responsible for digital onboarding, timekeeping, and off-boarding
    - Timely communication of SWD work experience start and end dates, in alignment with Career Catalyst Onboarding/Off-boarding Policies
    - Collection of work permits for minors, using the Foundation's work permit intent form
    - Collection of Worksite Agreements from each external business partner, prior to start of paid work experience
    - Verification of SWD DOR enrollment prior to provision of any service(s)
    - Ensuring all SWDs complete an online application that will serve as their employee intake form
    - Electronic completion of Sections 1 & 2 of the I-9 through Workday within three days following the SWD's first day logging hours to be paid
    - Bi-weekly electronic input, approval, and submission of SWD timesheets, using Foundation's ERP, Workday
1. Respondents can submit a proposal for up to \$575,000. Final awards may be adjusted depending on the number of successful respondents. Please consider the following when determining the amount requested:

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<b>Amount Requested</b>	<b>Minimum Number of Participants (SWDs) Enrolled in STEPS</b>
\$575,000	115
\$375, 000	75
\$200,000	40
\$100,000	20

**Match** – While there is no matching funds requirement, this may be necessary. The funds from this SFP can only be used for direct services such as direct service/training staff, training materials, and wages/work expenses. Any ‘match’ as such may include, for example, in-kind/co-enrollment expenses.

2. Respondents should also consider the requirements listed below. Proposals that do not adhere to these requirements will be scored; however, **for each requirement not met, a penalty will be assessed as detailed below.**

<b>Other Requirements</b>	<b>Penalty</b>
1. Proposal narrative (SFP Form PN) is limited to five (5) pages double spaced (additional pages will be removed and not included in the review and scoring).	3 points deducted
<i>Required Signature Page (SFP Form SIG), required DOR District Administrator Letter of Support and optional letters of support are not included in the page limit – <b>please limit optional letters of support to 2.</b></i>	
2. Proposal narrative font must be Calibri and no smaller than 12 point.	2 points deducted

## **B. Format and Document Order**

**Respondents must use the specific instructions and complete all requested forms included in the SFP announcement.** If you have any questions regarding the proposal package, please email Leti Shafer at [Lshafer@foundationccc.org](mailto:Lshafer@foundationccc.org).

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The following chart lists the order of documents that must be included in the proposal package. This may also be used as a checklist to help ensure submission of a complete grant package.

<b>1. Signature Page</b> (SFP Form SIG)			
<b>2. Proposal Narrative</b> (SFP Form PN limited to 5 pages) <b>The SFP Form PN includes the following sections:</b>			
I. Statement of Need			
II. Targeted Group			
III. Project Work Plan			
IV. Partnerships and Leveraged Resources			
V. Outputs and Outcomes			
VI. Budget Worksheet			
<b>4. DOR District Administrator Letter of Support, and Local Workforce Board Letter of Support for AJCC Respondents</b>			
<b>5. Optional Letters of Support – Limit 2</b>			

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## **Section 6 – Award and Contracting Process**

### **A. Proposal Evaluation and Recommendation for Funding**

Proposals will be scored and ranked by teams of independent reviewers based on the criteria set forth in this SFP. The scoring value of each section of the SFP is as follows:

<b>Criterion</b>	<b>Maximum Points</b>
PN Section I – Statement of Need	5
PN Section II – Targeted Group	5
PN Section III – Project Work Plan	30
PN Section IV – Partnerships	20
PN Section V – Outputs and Outcomes	30
PN Section VI – Budget Worksheet	10
<b>Minimum and Other Requirements Total Maximum</b>	<b>100</b>

The ranked scores will serve as the primary basis for making recommendations for funding in conjunction with other factors, such as geographic distribution of funds, uniqueness, and innovative aspects of the proposal. Only those proposals deemed to be meritorious and in the best interests of the state will be recommended for funding. Awardees will be encouraged to present the outcomes of their contracts to the Employment Training Panel at a monthly meeting.

### **B. Notification of Recommendation for Funding**

The state expects award decisions to be announced by July 9, 2021.

### **C. Appeal Process**

A proposal may be disqualified for not meeting the proposal requirements under Section 5.A of this SFP. An appeal of the disqualification decision may be filed.

There is no appeal process for not meeting the proposal submission deadline.

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Final funding decisions cannot be appealed.

The proposal requirements, which are listed in Section 5.A of this SFP, are those conditions that must be met in order for the proposal to be forwarded for evaluation and scoring. Proposals that do not meet the minimum requirements will be disqualified.

The Foundation will send disqualification emails/letters to respondents no later than July 15, 2021 . Appeals must be received at the Foundation office by July 22, 2021 , no later than 3 p.m. PT.

The appellant must submit the facts in writing. The review will be limited to the information provided in writing. **To be considered for review, the appeal must contain the following information:**

- Appealing organization's full name, address, contact name and title, contact's email address, and telephone number.
- A brief statement of the reasons for appeal, including citations to the SFP and pertinent documents.
- A statement of the relief sought.
- Original signature of the authorized signatory authority of the organization.

The appellant must provide a copy of the appeal email/letter and the supporting documents to the Foundation. Appeals received after 3:00 p.m. PT on July 22, 2021 , will not be considered. The Foundation will respond in writing to appeals by July 29, 2021 . The review and response will be limited to determining whether the proposal met the application requirements of the SFP. The Foundation will accept appeals by email to Leti Shafer at [Lshafer@foundationccc.org](mailto:Lshafer@foundationccc.org) , with a copy to JD Burchfield at [jburchfield@foundationccc.org](mailto:jburchfield@foundationccc.org). Please include "STEPS 2021 SFP Appeal" in the subject line.

[Lshafer@foundationccc.org](mailto:Lshafer@foundationccc.org)

## **D. Contracting**

The Foundation will contact the awardees to finalize contract details. In some cases, Foundation may request that the contracts incorporate changes to the original project proposals. After the contract negotiations, if any, the Foundation will mail the contract to the awardees for signature. The state expects contract negotiations to begin upon selection of awardees with a project start date estimated as early as July 26, 2021. Awardees must be able to fully execute a contract agreement with the FOUNDATION (using Foundation's template) no later than September 1, 2021 to ensure timely implementation of contract activities. Activities



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for the STEPS 2021 program year must be completed by June 30, 2022 (contract term end date). Option to renew for (1) additional program year through June 30, 2023, depending on funding availability.

## **Section 7 – Administrative Requirements**

- A. Awardees must commit to participating in the Mandatory Virtual Awardee Kick-Off to be hosted by the Foundation. Grant/Program Manager (person with oversight of grant implementation and reporting) and Work Experience Lead Coordinator (person responsible for facilitation, timekeeping oversight, and document collection for paid work placements) are expected to attend (See Section 2 for date and location).
- B. Awardees will be required to collaborate with a minimum of three businesses that will commit to providing work experience for SWDs, creating a career pathway to self-sufficiency.
- C. Awardees will also be required to provide a list of partners that will participate in the STEPS project. Participating Partners include your local DOR District Administrator, schools that your SWDs attend, and the businesses that are providing the work experience for your SWDs. Awardees are required to complete the **Participating Partners Form**.
- D. For each SWD served, awardees will need to complete two (2) forms; the **DR203 DOR Student Services Request Form**, and the **DR260 Consent to Release and Obtain Information**. Services cannot be rendered until verification of receipt of these forms by DOR. These forms are included with this SFP.
- E. During the contract period, awardees will need to provide, track, and report on the type and amount of training provided to each SWD. Similarly, Awardees will need to track their SWDs work experience placements and number of hours worked. This information will be reported monthly during the grant period. See **Section 7C. Reporting** of this SFP for more information on this requirement.
- F. At the conclusion of the contract period, Awardees will need to complete the **Final Contract Evaluation Form**, which will provide a summary of outcomes, grant activities, and SWD demographics, and will provide Awardees with a place to write a narrative summarizing their grant activities. The **Final Contract Evaluation Form** is due no later than 60 days post conclusion of contract activities.
- G. Monitoring and Audits

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Awardees will be monitored and/or audited by the state, in accordance with existing policies, procedures, and requirements governing the use of WIOA funds. Awardees are expected to be responsive to all reviewers' requests, provide reasonable and timely access to records and staff, facilitate access to subcontractors, and communicate with reviewers in a timely and accurate manner.

Awardees that are units of local government or non-profit entities must ensure that audits required under OMB guidelines are performed and submitted when due. Organizations that are awardees under WIOA Title I and that expend more than the minimum level specified in OMB [Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards](#) must have either an organization-wide audit conducted in accordance with Uniform Administrative Requirements, Cost Principles, and Audit Requirements for federal awards or a program specific financial and compliance audit.

**H. Record Keeping**

Awardees will be required to maintain project and fiscal records sufficient to allow federal, state, and local reviewers to evaluate the project effectiveness and proper use of funds. The record keeping system must include both original and summary (e.g., computer generated) data sources. Awardees will retain all records pertinent to this contract for a period of three years from the date of final payment of this contract.

**I. Reporting**

Awardees must have the capability to report expenditures, participant, and outcome data to the state, in a manner that is timely, thorough, and accurate through a provided reporting template. Details regarding grant codes and specific data elements that need to be reported will be provided to all awardees.

Awardees will be required to submit monthly financial and participant reports, data elements including participant information, project activities, and expenditures. Within 60 days of the project term date, a project closeout report is required. Further guidance regarding reporting and closeout requirements can be found in *Monthly and Quarterly Financial Reporting Requirements* ([WSD16-13](#)) and *WIOA Closeout Requirements* ([WSD16-05](#)) on the [EDD Website](#).

**J. Performance Goals**

**CALIFORNIA DEPARTMENT OF REHABILITATION  
FOUNDATION FOR CALIFORNIA COMMUNITY COLLEGES**

***SUMMER TRAINING & EMPLOYMENT PROGRAM FOR STUDENTS (STEPS) 2021***

The overall Performance Goals provided are a point of reference for respondents when reviewing their local Goals. The state recognizes that the local goals may differ from those presented here. Local program designs may vary significantly and necessitate flexibility in determining goals. Planned goals must be described by respondents. Respondents must provide an explanation as indicated in the Proposal Package Instructions for Section V – Outputs and Outcomes of the Proposal Narrative. As a general guideline, performance goals should be to serve as many students as indicated, with a potential of co-enrolling these students into other DOR/WIOA programs.

**K. Compliance**

All funds are subject to their related state and federal statutory and regulatory requirements. These requirements are detailed in governing documents that include, but are not limited to, the WIOA and its associated federal regulations, OMB Circulars and Title 29 of the *Code of Federal Regulations*.

**L. Evaluation**

The WIOA Sections 134 and 136 (e) provide for the ongoing evaluation of workforce development activities. Evaluation of statewide activities allows the state to determine the effectiveness of the Governor's Discretionary funds in addressing the identified statewide needs. As a result, the state may pursue a statewide evaluation of the projects awarded through this SFP. In the event that a statewide evaluation is implemented, the awardee will be required to participate in that evaluation by providing requested data and information. Therefore, all award recipients are expected to document lessons learned, and effective/promising practices ascertained through this project.

Additionally, each awardee will be expected to submit a two (2) page summary of all activities that occurred during the contract period, including the number of students served, services provided, statistical data, etc.